

**First Choice Appraisal Management** would like to congratulate you for being one step closer to purchasing or refinancing your home! Your lender has chosen us as their preferred partner in delivering your AIR compliant appraisal. We understand that this can be a complicated process with lots to learn, and so to better serve you, we would like to fully disclose our policies.

- Your lender is requiring an appraisal to determine if the home will be sufficient collateral to make a loan against.
- By providing your payment information to your loan officer, you are authorizing our company to charge your card for the appraisal fee. This may take place BEFORE your appointment is confirmed as the appraisers handle the scheduling.
- If you need to cancel your appraisal, please call our office right away! The sooner it is canceled the less out of pocket cost to you. Cancellation fees vary and will be determined by the appraiser once significant progress has been made on the appraisal.

## Cancellation Policy

**\*\*\*A \$15 CANCELLATION FEE APPLIES TO APPRAISAL ORDERS THAT ARE CANCELED AFTER THE FIRST 24 HOURS \*\*\***

- Your cardholder agreement determines the amount of time it will take to post a refund to your account. Please contact our Accounting Department at anytime to check on the status of a refund.
- **We cannot issue refunds once an appraisal report is complete and provided to you and/or your lender. We also cannot issue refunds based on final opinion of value or loan approval status once an appraisal report is complete.**
- Please be aware ... Under the reconciliation section of the appraisal where the final determination of value is made, it will be marked AS IS or SUBJECT TO. If it is subject to, a final inspection may be required by your lender. Please consult your loan officer to determine if any additional appraisal fees will apply.

Contact us at 503-619-0244 or [orders@firstchoicenw.com](mailto:orders@firstchoicenw.com)